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ER-6-3564

7 December 1954

MEMORANDUM FOR: Assistant Director for Personnel

ATTENTION :

STATINTL

SUBJECT :

Proposed Agency Notice "Hours of Work - Christmas and New Year's Days"

STATINTL

1. The subject proposed Notice, a copy of which is attached, was prepared in this office pursuant to agreement reached in a meeting of the Administrative Staff Chiefs attended by [REDACTED] some time ago. The attached copy was made up prior to issuance of the Executive Order signed by the President yesterday, providing for a full day's holiday on 24 December and a half day on 31 December for Federal workers in the District of Columbia and in Federal agencies elsewhere in the country.

STATINTL

2. Following our phone conversation of today, I am returning the draft with a request, to which you agreed, that it be prepared in the Office of Personnel to reflect the current situation more accurately.

3. Colonel White has asked that the handling of this Notice be expedited in order that it be ready for dissemination in sufficient time to allow for proper leave planning.

SIGNED

STATINTL

[REDACTED]
Special Assistant to the
Deputy Director (Administration)

Attachment

SA-DD/A:JAC:mrp (7 December 1954)

Distribution:

- Orig & 1 to addressee
- 1 - Chief, Regulations Control Staff
- 1 - DD/A Chrono
- 1 - DD/A Subject
- 1 - J.A.C.

Personnel	26
11-28-78	35

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